Performance Management Confirmation
Monitoring Report Checklist

Purpose

Following the distribution of their first year awards (and annually thereafter), the confirmed agency or institution is required to collect data, analyze the results, and submit a report to the Department of Personnel (DOP). This checklist is used by DOP staff to complete a review of the organization's annual report. Once the report is submitted and reviewed by DOP staff, a summary analysis will be provided to the DOP Director, and any necessary feedback will be provided.

Summary Checklist

Agency:	
HR Manager:	
DOP CSM:	
Date:	

☐ **Standards Met**

    ☐ Introduction.

    ☐ Performance Incentive Program - Practices

    ☐ Readiness Assessment

    ☐ Training & Development Strategy

    ☐ Performance Development Plan Implementation

    ☐ Funding

    ☐ Monitoring Plan

    ☐ Supporting Documentation

HR
WSD **Personnel**

Question	Evaluation Standards	Notes
Introduction		
How has your performance incentive program impacted your performance management system?	**Not rated**	
Incentive Program		
Practices What worked well and not so well with implementation of your performance incentive program? What updates/changes will you make to: • Performance based practices? • Recommendation and approval process? • Reconsideration process?	**Not Rated**	
Readiness Assessment		
Employee Confidence What are the results of your post-award employee performance incentive program survey? Your response should describe: • Your survey process. • Your survey results using standard DOP employee PIP survey). • Your gap analysis and action plan. Include as attachments: • Action plan for addressing identified gaps (detailing who, what, & when).	☐ Completed initial and follow-up surveys using standard DOP instrument. ☐ Surveys administered to all agency employees. ☐ Results are tabulated separately between management and employees. ☐ 65% or more employees indicate agreement on each survey question. ☐ 75% or greater overall response rate. ☐ Strategy and action plan for continuing evaluation and reporting of employee engagement (as reported through all-staff employee survey results, etc.).	

Question	Evaluation Standards			Notes
Training & Development				
Training - PIP What training did you implement to support your performance incentive program (PIP)? Your response should describe: • PDP and PIP training completion rates. • Gap analysis. • Action plan for addressing identified gaps (detailing who, what, & when). Include as attachments: • Action plan for addressing identified gaps (detailing who, what, & when).	☐		100% completion rate for PDP and PIP training. (supervisors)	
	☐		Completed gap analysis.	
	☐		Action plan for addressing identified gaps (detailing who, what, & when).	
PDP Implementation				
PDP - Process How effective are your performance planning and evaluation monitoring/compliance practices? Include as attachments: • HR Management Report detailing current completion rates.	☐		Agency has ongoing monitoring and reporting system that:	
	☐		Demonstrates 100% compliance rate for:	
		☐	PDP plans	
		☐	Individual development plans.	
		☐	Performance evaluations.	
		☐	Current position descriptions	
		☐	Supervisor expectations for workforce management	
Funding				
What are your estimated and actual post award costs? Your response should describe: • Dollars budgeted & dollars spent. • Plan for future budget adjustments. Include as attachments: • Copy of financial report detailing actual costs versus estimates.	☐		Plan in place for addressing any future budget adjustments.	

Question	Evaluation Standards		Notes		
Monitoring					
What are your award cycle results?	☐	All elements in monitoring action plan addressed			

Your response should describe:
• Your program operations targets, results, and gap analysis, including:
  • Nominations – amounts, numbers, percentages, and reasons for nominations.
  • Awards – amounts, numbers, percentages, and reasons for awards.
  • Award demographic information (e.g., division breakout, profession line staff/supervisor/management, etc.).
  • Number and percentage of requests for reconsideration and final resolution.
  • Any other program operations criteria established in your monitoring plan.
• Your employee performance impact targets, results, and gap analysis.
• Your organizational performance impact targets, results, and gap analysis.
• Your action plan for addressing any identified gaps.
 	
Include as attachments:
• Action plan for addressing identified gaps (detailing who, what, & when).
	☐	Completed gap analysis.			

		☐ Nominations – amounts, numbers, percentages, and reasons for nominations			
		☐ Awards – amounts, numbers, percentages, and reasons for awards.	Total 1st Tier Awards		
			Total 2nd Tier Awards		
			Total Not Recommended		
			Total Not Eligible		
			Other data available by employee category – attorney, professional.		
			Total Employees		
		☐ Other award demographic information (e.g., division breakout, profession line staff/supervisor/management, etc.).			
		☐ Number and percentage of requests for reconsideration and final resolution.			
		☐ Any other program operations criteria established in your monitoring plan.			
		☐ Employee performance impact targets, results, and gap analysis.			
	☐	Action plan for addressing identified gaps (detailing who, what, & when).			